

TAB

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Approved For Release 2001/08/14 : CIA-RDP80-00679A000100030067-1

3 December 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 97-53

SUBJECT: Processing Actions Involving Career Development Positions

1. On 15 October 1953, the CIA Career Service Board approved a proposed change to R [REDACTED] CIA Career Service Board, establishing policy and procedures with regard to the utilization of career development positions. Pending publication of this change, actions involving career development positions will be processed in conformance with the procedure indicated below.

25X1A

2. In cases involving the use of career development positions, the Office of Training will initiate and transmit to the Personnel Office an appropriate Request for Personnel Action, Standard Form 52.

3. These Requests for Personnel Action shall be routed to the Executive Secretary of the CIA Career Service Board for the approval of the Board which will be indicated by the signature of its Chairman or Executive Secretary in Item D Standard Form 52. The Executive Secretary of the Board will transmit the approved action request to the Processing and Records Division for appropriate action. The Standard Form 52 will be accompanied by the original copy of the memorandum requesting utilization of the career development position, as approved by the CIA Career Service Board, for inclusion in the individual's Official Personnel Folder. A

4. Upon receipt of such a Request for Personnel Action, the Processing and Records Division will take special care to ascertain that the request has actually been approved by the CIA Career Service Board. The Division will then process the action in conformity with its usual procedures.

[REDACTED]
Acting Personnel Director


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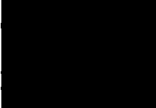
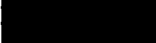
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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Ch. Plans	<i>JR</i>	23 Dec
2			
3			
4			
5			
FROM			INITIALS
1		<i>N/20</i>	23 Dec
2			
3			

☒ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

Remarks: Per , after meeting with
 OTR and Mr.  attached change is
 requested.

OK

<div style="display: flex; justify-content: space-between; font-weight: normal;"> UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET </div> <div style="font-size: small; margin-top: 5px;">(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</div>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	Personnel Director		
2			
3			
4			
5			
FROM		INITIALS	DATE
1	Chief, PRDS	(B)	13 Dec
2			
3			

☐ APPROVAL

☐ INFORMATION

☐ SIGNATURE

☐ ACTION

☐ DIRECT REPLY

☐ RETURN

☐ COMMENT

☐ PREPARATION OF REPLY

☐ DISPATCH

☐ CONCURRENCE

☐ RECOMMENDATION

☐ FILE

Remarks: Attached change is made necessary because Col. Baird will sign off on these actions originating in the Office of Training in Item D, SF 52.

104-53

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